

# PSC Committee Notes

November 12, 2019

Attendance- Lisa Ellis, Nathan Miller, Jason Visner, Becky Moulton, Kari Janasik, Joan Prentki, Marejo Ramsey, Charlie DuPont, and Mrs. Pietrowiak

Opening prayer led by Lisa Ellis

## Old Business

- Marketing and IT Committee minutes- IT is in the process of creating a policy regarding the care of Chromebooks. They are also looking into purchasing carrying cases for Chromebooks. A direct telephone number to Extended Care will be shared soon. Marketing has handouts prepared for the Turkey Trot. Both Marketing and IT minutes were approved.

## New Business

- School Safety Drill- There are two school safety drills a year. Officer Nowicki, Muskego Police Department, attends one. Recently a successful drill was held in both the school and the youth center, and the required paperwork will be submitted to the state.
- Review of PSC bylaws- PSC meetings are open to the school and parish; we would love you to join us! Bylaws were sent out by Lisa Ellis prior to meeting for committee review.
- K3 update- Mrs. Johnson is off to a successful start in K3. Mrs. Ellis stated things are going very well and she is excited to see the amount of collaboration between the early childhood teachers.
- School Improvement Planning and Parent Survey- Mrs. Ellis reviewed comments from the End-of- Year parent survey and categorized them into themes. There was an overwhelming amount of positive results. We want to thank everyone who took the survey. We really appreciate all the feedback!
  - The list of positive themes includes: (1) Faith as a main focus in the classroom, (2) Students' participation in Faith Families, (3) Sense of community and family feeling in the school and (4) Commitment level of staff
  - Areas for improvement are followed by Mrs. Ellis's action plan to address concerns.
    - Typing- Typing.com is used in grades 5-8. Students will be working towards successfully completing a Keyboard Evaluation that prepares them for high school. Mrs. Ellis was given the evaluation form by Muskego HS staff.
    - Communication from Teachers- A staff meeting was held to communicate Mrs. Ellis' expectations for teacher / parent communication. Look forward to more curriculum-based communication from teachers.
    - Honor Card- Changes have already been implemented with the new R.O.C.K. Star card.
    - Access to Extracurricular Activities- Many more opportunities have been offered this year including Soccer, Lego Club, Drama, Robotics, etc.
    - Curriculum and preparing students for high school- Every year Mrs. Ellis communicates with pertinent high schools to monitor student preparedness. She also has communicated with Muskego-Norway Director of Curriculum and Instruction to stay informed.
    - Service Hours- A list of ideas for service hour completion will be shared in the future focusing on ideas for younger students.

## Action Steps

- Mrs. Ellis and staff will continue to work on action plan from survey.
- During next month's meeting the school's Strategic Action Plan will be reviewed.

Closing prayer was led by Mrs. Ellis.

Next meeting will be held on December 10, 2019.

Respectfully submitted by Becky Moulton